

Subject: Four Sections of the BOBJ200 Introductory Business Objects Training Course Offered

Audience: Agency Training Coordinators, AST Leads, Finance Directors, Procurement Directors, HR Directors

The SCEIS Training Team is pleased to offer four BOBJ200 SCEIS Introductory Business Objects Reporting classes in December and January. The schedule includes two half-day classes for Finance and Materials Management users and two half-day classes for Human Resources-Payroll users. Please note, Business Objects tools and the BOBJ200 course content are the same for all functional areas; the primary difference between the classes is in the screenshots and examples presented.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

Please note that **users who are *ALREADY* on the wait list for this class will receive priority for enrollment. Additional enrollment requests will be managed on a space-available, first-come basis.**

BOBJ200 - Course Information

Course ID/Title: BOBJ200 – SCEIS Introductory Business Objects Reporting

Description: This course introduces participants to the use of Business Objects software to create ad-hoc reports against SCEIS data. Topics covered include navigation, editing reports, managing documents, creating web intelligence documents, running queries, filtering reports, using calculations, formulas and variables, using tables in Business Objects and using the charts feature in Business Objects.

Target Audience: Employees in live agencies who need to create custom reports using Business Objects.

Pre-requisites: All class participants *must* have access to *both* Business Warehouse and Business Objects, as they will sign in to Business Objects using their own userIDs, creating reports for their own report libraries. There are no training pre-requisites for BOBJ200.

BOBJ200 - Section 07 – Fall 2013 Details

NOTE: This class is designed for an audience of HR/Payroll users.

Course Date: Monday, December 2, 2013

Course Time: 1:30 p.m. to 4:30 p.m.

Course Location:

Training Room B, SC Department of Health and Human Services
1801 Main Street, Columbia

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=28>

Registration Link: <https://www.surveymonkey.com/s/PJ5HCXG>

BOBJ200 - Section 08 – Fall 2013 Details

NOTE: This class is designed for an audience of Finance and Materials Management users.

Course Date: Monday, December 9, 2013

Course Time: 1:30 p.m. to 4:30 p.m.

Course Location:

Training Room B, SC Department of Health and Human Services
1801 Main Street, Columbia

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=28>

Registration Link: <https://www.surveymonkey.com/s/PJ5HCXG>

BOBJ200 - Section 01 – Winter 2014 Details

NOTE: This class is designed for an audience of HR/Payroll users.

Course Date: Wednesday, January 15, 2013

Course Time: 1:30 p.m. to 4:30 p.m.

Course Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=1>.

Registration Link: <https://www.surveymonkey.com/s/PJ5HCXG>

BOBJ200 - Section 02 – Winter 2014 Details

NOTE: This class is designed for an audience of Finance and Materials Management users.

Course Date: Wednesday, January 22, 2013

Course Time: 1:30 p.m. to 4:30 p.m.

Course Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=1>.

Registration Link: <https://www.surveymonkey.com/s/PJ5HCXG>

If you have any questions about this SCEIS Training information, please email them to training@sceis.sc.gov.